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Personnel

HILL AFB EMPLOYEE REFERENCE

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This pamphlet is designed to give Hill Air Force Base employees a ready reference on rules governing Federal employment; benefits derived from Federal employment, and facilities and services available at Hill Air Force Base. It applies to all Ogden Air Logistic Center (OO-ALC) and Hill Air Force Base appropriated fund employees.

This revision makes the following changes; Affirmative Employment Section to Affirmative Employment Branch (para 2.1.5); 12 weeks to a specified time (para 2.8.3); added new paragraph 2.10.1; replaced para 2.10.3; replaced para 2.10.4; replaced para 2.19; replaced para 3.1; 90 days changed to 45 days (para 4.6.4); OO-ALC Form 76 changed to AF Form 1630, CSB Registration and Geographic Ability (para 6.3.1); OO-ALC/DPCFA changed to OO-ALC/DPCF (para 6.3.3); added new paragraph 6.5.2.4; added new paragraph 6.5.2.5; replaced para 7.6; deleted Hillhaus (para 7.8.5).

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Chapter 1

YOUR EMPLOYER, THE UNITED STATES AIR FORCE

1.1. MISSION AND VISION OF THE UNITED STATES AIR FORCE. The Air Force mission is to defend the United States through control and exploitation of air and space. The Air Force vision is Air Force people building the world's most respected air and space force... global power and reach for America.

1.2. MISSION OF THE AIR FORCE MATERIEL COMMAND (AFMC):

1.2.1. The mission of AFMC is through integrated management of research, development, test, acquisition, and support, we advance and use technology to acquire and sustain superior systems in partnership with our customers and suppliers. We perform continuous product and process improvement throughout the life cycle. As an integral part of the Air Force war fighting team, we contribute to affordable combat superiority, readiness and sustainability.

1.2.2. AFMC, with headquarters at Wright Patterson AFB, Ohio, operates around the clock to make sure that every aircraft and missile has the parts and services needed to make weapon systems combat ready at all times. To do this worldwide job, AFMC works through Air Logistics Centers called ALCs. Although physically located in the United States, these ALCs form a supply and service network that covers the entire free world. You are a member of the Ogden ALC team.

1.3. OGDEN AIR LOGISTICS CENTER (OO-ALC) MISSION:

1.3.1. "The mission of OO-ALC is to equip, maintain, and sustain United States operational forces as they execute national defense policy around the world by providing the highest quality products and services at an affordable price." For well over 50 years, the men and women of Hill AFB have performed this duty with pride and distinction. The center's mission consists of managing and repairing the US Inter-Continental Ballistic Missile Force, F-16 & F-4 fighter aircraft, tactical munitions, all Air Force aircraft landing gear and components, and training devices-including flight simulators. Additionally, the center has production and delivery processes for computer software, photo/reconnaissance, science and engineering labs, information systems management, and many other key workloads.

1.3.2. Hill AFB is one of the state's largest employers and receives outstanding support from the local community. Utah has a long and distinguished history of supporting the armed forces, and this is especially true in the case of Hill AFB.

1.3.3. Continuous product and process improvements over the years are now paying dividends of lower costs, higher quality, and more reliable products. This is evidenced by our successful competitions for workload with other Department of Defense (DOD) depot maintenance organizations and private enterprise. The competitive advantage we now enjoy would not have been possible without the innovation and dedication of Utah employees.

1.3.4. In environmental protection efforts, Hill AFB has won significant national recognition in both pollution prevention and cleanup activities. It is the diligence and professional skill of our work force that safeguard the health and well-being of all local residents, reduces our operating costs, and pioneers state-of-the-art environmental technologies for the benefit of the entire country.

1.3.5. Just as the end of the Cold War has caused our combat forces to downsize and shift their focus to humanitarian relief and peacekeeping missions, our acquisition and sustainment business practices are also experiencing significant changes. Budget reductions require greater emphasis on cost effectiveness and competition to save money. Streamlining and consolidation are the order of the day.

Chapter 2

YOUR JOB

2.1. PERSONNEL POLICY. The following is the civilian personnel policy of AFMC that has been firmly adopted and enforced at OO-ALC:

- 2.1.1. Employees are encouraged to discuss all employment problems with their supervisors freely and without fear of recrimination.
- 2.1.2. Employees are accorded all civil service rights and benefits.
- 2.1.3. Employees are kept informed on conditions that affect their employment.
- 2.1.4. The Air Force employment policy requires that all personnel actions and employment practices be based solely on merit and fitness and prohibits discrimination against any employee or applicant for employment because of race, sex, color, religion, national origin, handicap, or age.
- 2.1.5. Hill AFB is an equal employment opportunity (EEO) employer and as such has established a positive program of continuing action to assure that all personnel policies, practices, and procedures are applied equally without regard to race, color, sex, religion, age, national origin, or handicap. The Affirmative Employment Branch develops and implements the installation Affirmative Employment Program Plan (AEPP). The Chief, Affirmative Employment Branch, performs this important mission. There are six special emphasis programs, the Federal Women's, Hispanic, Black, Asian American/Pacific Islander, American Indian/Alaskan Native, and Persons With Disabilities, which function under the auspices of the Affirmative Employment Branch.
- 2.1.6. EEO specialists are available for contact in the major organizations located throughout the installation. They are responsible for the implementation and execution of the aims of the EEO program at their organizational level.

2.2. TYPES OF EMPLOYMENT CATEGORIES:

- 2.2.1. Competitive career conditional appointments are permanent in nature and are for employees hired from an Office of Personnel Management (OPM) certificate or for dependents of civilian, non-appropriated fund employees, and military members who meet the following four requirements of *Executive Order 12721*.
 - 2.2.1.1. Have accumulated 12 months creditable service in an appropriated fund position under a local hire authority appointment within any 10-year period since January 1980.
 - 2.2.1.2. Accompanied the sponsor on official assignment in the overseas area during the period of creditable service.
 - 2.2.1.3. Be appointed within three years after returning to the United States from the overseas tour of duty.
 - 2.2.1.4. Be the spouse or unmarried child (under age 23) of a member of an uniformed service, a federal civilian employee, or a non-appropriated fund employee officially assigned to an overseas areas.
 - 2.2.1.5. The first year of employment for a career-conditional appointee is a probationary period to determine if the appointee meets the performance standards of the job. If the appointee does not

meet the necessary mental, physical, or conduct requirements for the job in this probation period, the appointee will be reassigned to another job, if possible, or separated from service. Career status may be attained by successfully completing three years of continuous service.

2.2.2. TEMPORARY. There are three types temporary appointments - two with a definite time such as temporary not-to-exceed one year; TERM not-to-exceed four years, and the other without a time limit called Temporary Appointment Pending Establishing of Register (TAPER). Temporary appointments do not confer career status. TAPER employees are eligible for conversion to career-conditional appointments after three years of continuous service if all requirements and conditions are met.

2.2.3. SPECIAL APPOINTING AUTHORITIES FOR VETERANS. Veterans' Readjustment Appointment (VRA). Under the VRA authority, Federal agencies may fill a vacant job at grades one through 11 without using the regular competitive appointment system. Honorably discharged veterans who served for a period of more than 180 days active duty, all or part of which occurred after 4 August 1964, are eligible. Veterans that served between 5 August 1964 and 7 May 1975, have either 10 years after the date of their last separation from active duty, or until 31 December 1995, whichever is later to be eligible. Veterans, who entered active duty after 7 May 1975, have 10 years after the date of last separation from active duty, or until 31 December 1999, whichever is later. If the veteran has a service-connected disability of 30 percent or more, there is no time limit. When VRA is made, the veteran and the employing agency work out a training or educational program which may include on-the-job training, other agency training correspondence courses, formal schooling, or some combination of these. The training or educational program set up for a particular veteran will depend on the job involved, training or educational facilities available in the vicinity, and the veteran's own interests and abilities. VRA appointees initially are hired for a two-year period in the excepted service. After completing two years of satisfactory continuous service and the training or educational program, the employee may be converted to career-conditional with competitive status.

2.2.4. EXCEPTED SERVICE APPOINTMENTS:

2.2.4.1. Selective Placement. The federal governments selective placement programs include special appointing authorities for people with disabilities (those who have severe physical, cognitive or emotional disability, or a history of having such disabilities). Individuals should contact state vocational or Department of Veterans Affairs rehabilitation counselor for review and preparation of necessary documents. Federal agency representatives work closely with qualified people with disabilities and management officials to structure jobs to accommodate employee needs.

2.2.4.2. Attorneys. Attorney positions in the Federal government are in the excepted service typically under an appointment called "Schedule A". By being in the excepted service, attorney positions are not covered by regular civil service hiring procedures. Agencies may hire for attorney positions directly without conducting examinations or using the U.S. OPM list of eligible applicants. Qualified applicants should contact directly the Federal agency for current vacancies.

2.2.5. AIR RESERVE TECHNICIAN: Air Reserve Technician (ART) employment requires employees to maintain active membership in the Air Force Reserves while occupying a permanent civilian position. There are approximately 250 ART positions within the 419th Fighter Wing (419 FW) at Hill AFB. Air Reserve Technicians may be hired through the VRA authority as excepted appointments or competitive appointments from a civil service register maintained by the OPM office in Macon, Georgia.

2.3. YOUR OFFICIAL PERSONNEL FOLDER. The Civilian Personnel Office (OO-ALC/DPC) maintains *SF Form 66, Official Personnel Folder (OPF)*.

2.3.1. The Civilian Personnel Office exercises utmost care in maintaining the OPFs. The documents in the files vitally affect the rights and benefits of each employee.

2.3.2. Employees are furnished copies of most documents in the OPF at the time actions are effected. Each employee should maintain these copies in the event the OPF is lost or destroyed.

2.3.3. Employees may review their own OPF or designate in writing a representative to review their file. The file may also be reviewed by supervisors and operating officials who are considering an employee for promotion or other assignment when the review is necessary in performance of their official personnel management responsibilities.

2.4. AUTOMATED DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS):

2.4.1. An employee record is established in the automated personnel data system within 90 days after appointment. This record contains current position and employee data, training history, awards, education, and past experience. Past experience, education, and training information are coded into the system based on information reflected on the *OF Form 612, Optional Application for Federal Employment*, or resume, submitted by the employee. It is vitally important that all past experience or education that might serve to qualify an employee for different or higher graded positions are accurately and completely described and included on the application. Once the data is coded and in the system, a placement brief is sent to the employee. When employees receive their placement brief, they need to review the data to ensure there are no missing or incomplete items. The information coded is later used to identify qualified candidates for promotion consideration. If information is not correct, employees can contact the Classification Branch (OO-ALC/DPCC).

2.4.2. Many times coding of experience, education, or training cannot be accomplished due to insufficient information on the application. If an employee wants to provide more in-depth information or include additional employment and education experience, an Amendment to Personal Qualifications Statement needs to be completed to include only the amended information. The amendment is sent to OO-ALC/DPCC for review and to classify the additional information. **NOTE:** Prior federal employment experience will only be coded from documents contained in the OPF such as *SF 50B, Notification of Personnel Action*, reflecting job classification. This classification will not be changed by submission of an amendment.

2.4.3. If employees obtain additional education after being hired, a transcript of credit must be submitted to have the education data updated. The Affirmative Employment Branch (OO-ALC/DPCF) will add this data to the record when the number of credit hours is equal to an additional year of college, or when 18 hours or more in a specific subject is achieved so it constitutes a minor in that subject area.

2.5. POSITION/JOB CLASSIFICATION:

2.5.1. Classification is the grouping of work into categories based upon type of work performed. It also addresses the complexity of duties performed and degree of responsibility assigned to the incumbent.

2.5.2. Positions are divided into two main groups that are determined by the type of work performed: Federal Wage System (FWS), or trades and crafts work, commonly referred to as "blue collar" jobs,

and Classification Act positions, commonly referred to as general schedule (GS) positions. Managerial positions above GS-15 in the Senior Executive Service (SES) are a special category controlled by OPM.

2.5.2.1. The Federal Wage System is divided into three pay categories: wage grade (WG) positions comprising workers in skilled and unskilled trade occupations such as laborers, painters, carpenters, and mechanics; wage leader (WL) positions who lead three or more workers to accomplish trades and labor work or trains them in work pertaining to trade and labor occupations; wage supervisor (WS) positions who are accountable for quantity and quality of work performed and assuring efficient and economical work operations.

2.5.2.2. GS positions include those generally referred to as "white collar" positions. These include positions of a clerical, administrative, technical, or professional nature (such as clerks, engineering technicians, personnel analysts, accountants, and engineers, supervisory and management officials) through GS-15.

2.5.3. There are different grades within each of these groups. The level of complexity of the work and degree of responsibility assigned to the employee basically determines the grades. The rate of pay is determined by the grade assigned to the position. The grades assigned to positions are determined by position classification specialists in OO-ALC/DPCC who compare assigned duties and responsibilities against standards, guides, and precedents established by the OPM or the Air Force. These standards, guides, and precedents are on file in the OO-ALC/DPC. Supervisors and employees may request explanation of the grading criteria used to grade their positions.

2.6. CLASSIFICATION APPEALS. Civilian employees of the Air Force who believe that their duties and responsibilities are not correctly classified (including title, pay plan, series, or grade) may appeal the classification of their position. Every effort will be made to resolve classification appeals informally with OO-ALC/DPCC. If a formal appeal is desired, WG, WL, and WS must first file the appeal with the DOD Civilian Personnel Management Service (CPMS). The decision of that office may then be appealed to OPM. GS employees may appeal to DOD CPMS or may file directly with OPM, but then have no further appeal channel. Appeal procedures are briefly mentioned in *AFPD 36-14, Position Management and Classification*. Detailed information and guidance can be obtained in OO-ALC/DPCC.

2.7. MERIT PROMOTION PROGRAM. The Merit Promotion Program governs the movement of permanent employees from one position to another by:

2.7.1. Promotion. Permanent employees are considered for promotion automatically by use of the DCPDS, which matches employee knowledge, skills, and abilities with various job requirements. Factors, such as appraisals, training, education attained, quality of experience, and quantity of experience, are also used to identify and rank candidates. While the promotion process is automated, employees must register in the appropriate Air Force Career Program to receive consideration for many higher graded GS positions.

2.7.2. Reassignment. Permanent employees may request reassignment at grade or change-to-lower-grade position at Hill AFB by submitting an *OO-ALC Form 76, Employee Position Change Request*, to OO-ALC/DPCF. One form is required for each different position for which reassignment is desired.

2.7.3. Voluntary change to lower grade actions will result in a reduction of pay, unless it is to enter into a formalized training program.

2.7.4. Change to the same or lower grade will only be considered upon written request by the employee. Newly hired employees, together with employees who have been placed on positions by promotion, reassignment, or voluntary change to lower grade, normally will not be eligible to submit a voluntary employee position change request for noncompetitive reassignment or change to lower grade until one year after the effective date of the latest position change. **NOTE:** This will not impact the management right to direct reassignment. Nor will it affect the right of employees to apply for competitive promotion, reassignment, or change to lower grade when competitive requirements are applicable. A voluntary change request may also be submitted if mutual agreement is reached between the gaining and losing supervisor.

2.7.5. All employees must have completed 90 days employment to be eligible for a supervisory evaluation, which is one of the evaluation factors used in conjunction with the merit promotion program to determine promotion eligibility. WG employees may be promoted if qualified under OPM qualification standards and selected by the supervisor where the vacancy exists. GS employees must meet certain length of service requirements before they can be promoted. Except for general and specialized experience requirements outlined in the OPM's Qualification Standard, no time is required in a specific grade for promotion to grades GS-5 and below, but promotion may not be made more than two grades above the lowest grade held in the past 12 months. In grades GS-6 through GS-11 the time required in grade is one year. An employee may be promoted two grades when there is no position at the next higher grade in the normal line of progression. In grades GS-12 and above, employees must have had at least one year in each grade. Promotions at these grades are limited to one grade at a time. Exceptions to these time-in-grade restrictions are allowed if promotion is in accordance with a training program approved by OPM, or the employee is being re-promoted to a grade from which he/she was demoted or separated through no fault of the employee, or the employee is within reach on a competitive certificate, or VRA, or other appointment process.

2.8. FEDERAL WAGE SYSTEM WITHIN GRADE INCREASES:

2.8.1. In the WG, WL, and the WS schedules there are five steps. The wages at each higher step are more than the preceding step. Advancement from one step to another in the same grade does not involve a change in duties and responsibilities; however, performance and conduct must be satisfactory and the required number of weeks in each step must be served.

2.8.2. Normally, employees are hired at step one of a particular grade. An FWS employee with satisfactory performance advances automatically to the next higher step within the grade at the beginning of the applicable pay period following completion of:

2.8.2.1. Twenty-six calendar weeks of service in step one.

2.8.2.2. Seventy-eight calendar weeks of service in step two.

2.8.2.3. One hundred and four calendar weeks of service in each of steps three and four.

2.8.3. When an employee fails to achieve or maintain satisfactory performance or conduct, the supervisor requests

OO-ALC/DPC to postpone the within grade increase until the employee's performance becomes satisfactory. If satisfactory performance is not attained within a specified time, consideration will be given

to reassignment to another position where the worker may perform satisfactorily, or the employee may be separated from the Federal service.

2.9. GS WITHIN GRADE PAY INCREASES:

2.9.1. There are 10 steps at each grade in the GS. Required waiting periods for advancement are 52 weeks to steps two, three, and four; 104 calendar weeks to steps five, six, and seven; 156 calendar weeks to steps eight, nine, and ten.

2.9.2. When an employee meets the time requirement for a step increase, the supervisor determines if the employee's work is of an acceptable level of competence before awarding the pay increase. The mere fact that the employee has a satisfactory performance rating is not in itself sufficient evidence that the employee has earned a step increase. The employee's work must reflect quality and quantity above the minimum requirements, and the supervisor must certify to this effect before the step increase can be given. When an employee's performance is marginal, or the employee has been notified that work must improve to attain a satisfactory rating, the employee clearly is not performing at an acceptable level of competence.

2.9.3. When an employee's performance does not merit an increase, the supervisor notifies the employee promptly, in writing, of this negative determination. The supervisor issues a Performance Improvement Plan, setting the performance elements and standards to be met during a specified number of days. If the employee's performance does not improve during this time the step increase will be denied.

2.10. CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL (CPPA):

2.10.1. The appraisal system is currently changing from the one described in para 2.10.3 (a five tier system) to a two tier system (pass/fail) with details yet to be determined through negotiation with the Union. Until negotiations are completed, the old system will apply to most employees.

2.10.1.1. The present appraisal system, CPPA, became effective 1 July 1984.

2.10.2. CPPA is a part of a larger system called the Performance Management Program that is contained in *AFI 36-1001, Managing the Civilian Performance Program*. This instruction includes guidance on appraisals, awards, within grade increases, and retention decisions.

2.10.3. The annual appraisal results in two ratings. The first is an adjective rating of superior, excellent, fully successful, minimally successful, or unsatisfactory. This rating is used as a basis for granting within-grade increases and awards; to determine eligibility for competing in merit promotion; and in performance based retention decisions. The appraisal system provides for the written identification of job performance elements (duties and responsibilities) and performance standards shown over a given period of time. During the period, employees and supervisors periodically discuss the progress being made. The other rating is a numerical rating of one through nine (nine being outstanding). There are nine different work behavior factors. This rating is used for ranking in merit promotion.

2.10.3.1. The requirements to receive one of the five adjective ratings are as follows:

2.10.3.1.1. Superior: Employee exceeds the performance requirements of all elements.

2.10.3.1.2. Excellent: Employee exceeds the performance requirements of more than one-half the critical elements and meets all other elements.

2.10.3.1.3. Fully Successful: Employee meets the performance requirements of all elements.

2.10.3.1.4. Minimally Successful: Employee meets requirements of all critical elements, but doesn't meet the requirements of one or more non-critical elements.

2.10.3.1.5. Unsatisfactory: Employee doesn't meet the requirements of one or more critical elements.

2.10.4. The new system retains the same nine work factors, but indicates only pass or fail as adjective ratings.

2.10.5. Supervisors are expected to recognize those employees who exceed performance requirements. This may be done, for example, by means of letters of appreciation and commendation, honorary and cash awards, quality step increases (GS employees only), and high performance ratings.

2.10.6. Should an employee's performance be unacceptable, the supervisor will take steps to correct the deficiencies. The procedure will include letting the employee know in specific terms how their performance is deficient and providing a course of action that will enable the employee to improve. When employees are unable to improve their performance, consideration may be given to reassignment at grade, demotion, or removal from employment.

2.10.7. When an employee enters a new position, the supervisor explains the duties and responsibilities of the job, the standards of acceptable performance, and obtains the employee's signature on approved performance plan. In addition, the behavior and attitude expected of the employee are explained.

2.10.8. It has been proven through research in government and industrial settings that communication between supervisors and employees concerning job performance is essential for maintaining and increasing employee motivation and productivity. Knowledge of supervisory standards and expectations gives the employee the tools necessary for orienting job behavior and setting goals. The appraisal system provides a vehicle for discussion in which the employee and supervisor can arrive at common goals and methods for attaining these ends.

2.10.9. The appraisal gives vital information for ranking employees for merit promotion consideration. Although other factors such as training, experience, test scores, and education are vital to most decisions in the merit promotion procedures, only appraisal information bears directly on the current job performance.

2.10.10. Appraisal results are to be consistent with other assessment and evaluation programs. Employees who receive high scores on the appraisals are expected to be among the group of individuals considered for job-related awards and vice versa.

2.11. TRAINING:

2.11.1. Training is available at government expense to support mission requirements. If job duties change dramatically through reassignments, loss of other workers, or acquisition of new equipment, you should discuss this with your supervisor and determine how those changes effect your training needs. Training can be received for mission or program changes, new technology, new work assignment, to improve present performance, meet future staffing needs, develop unavailable skills, orientation, etc. Supervisors and managers can also get training on the skills and knowledge they need.

2.11.2. The supervisor will assist in completing an *Individual Development Plan*, to map out an employee's career path. The IDP is for developing capabilities through formal classroom training, on-the-job training, self-development activities, and developmental work assignments. You and your supervisor will want to look at the specific job duties you are assigned and the Knowledge, Skills, and Abilities (KSA) required by those assignments. Once you decide what training is required, a "type-written" single sheet *DD Form 1556, Request, Authorization Agreement, Certification of Training and Reimbursement*, is submitted to your supervisor. The directorate training manager will submit the *DD Form 1556* for processing by Employee Development and Operations (75 MSS/DPEO). 75 MSS/DPEO will arrange for the training within the limits of guidance and budget constraints.

2.11.3. The Air Force encourages the use of agency resources appropriate for self-study, such as the Base Library or correspondence courses directly related to your occupational field. The areas surrounding Hill AFB offer many opportunities for self-development with a minimum of cost. Self-development is not necessarily limited to attendance at formal training programs, but may also consist of participation in community activities. Self-development is your responsibility. Management should recognize your interests and support your efforts to improve your abilities and skills through self-development. Training accomplished through self-development can be added to your records by submitting certificates of training (indicate classroom hours, beginning and completion dates) attached to a completed *OF 612* to OO-ALC/DPCF.

2.11.4. Tuition for mission related training during non-duty hours can be submitted for partial funding (books and all other related fees are your responsibility). *DD Form 1556*, Block 18 should indicate the mission relationship and how the training will benefit the government.

2.11.5. Air Force training and career development objectives are to improve your on-the-job performance through your growth and development, consistent with your interests and capabilities, and to meet present and future needs. If assistance or guidance is needed regarding your training, contact your servicing Employee Development Specialist (EDS) or organizational training manager.

2.12. HOURS OF WORK:

2.12.1. Based on organizational and workload requirements, employees may be required to work one or more of the following types of schedules. Supervisors will advise employees of their work schedules. At least 7-calendar days notice will normally be provided before any change in shift or tour is made.

2.12.1.1. Standard Tour: Consists of 5 consecutive, 8 hours shifts with a 1/2-hour, 45 min, or 1-hour duty free, non-compensable lunch period.

2.12.1.2. Compressed Schedules (2): 5-4/9 or 4-10

5-4/9 Consists of four 9-hour shifts one week and four 9 and one 8-hour shifts the following week, with a 1/2-hour duty free, non-compensable lunch period each day.

4-10: Consists of four 10-hour shifts each week with either a 20-minute on-the-job compensable lunch or 1/2-hour duty free, non-compensable lunch period each day.

2.12.1.3. Irregular Tour: Any tour with work hours falling outside 0600-1800. May or may not involve an uncommon tour.

2.12.1.4. Uncommon Tour: Any tour consisting of Saturday and/or Sunday.

2.12.2. Employees who wish to further their education by attending classes on their own time may, when possible, have their shift changed by consulting their supervisor. *OO-ALC Form 397, Request for Rearrangement of Workweek for Educational Purposes*, is used to request such changes.

2.13. PAY DIFFERENTIALS:

2.13.1. Employees are given premium pay for work performed at night. WG employees receive additional base pay (or shift differential) in the amount of 7 1/2 percent for second shift and 10 percent for third shift.

2.13.2. Night pay for GS employees is called "night differential." Although included in their regular check, it is not computed as a part of their base pay. This "bonus" for night work amounts to 10 percent of their base pay for those hours of regularly required duty falling between 1800 and 0600. Night pay is not paid for any absence of eight or more hours during a pay period except when absence is due to a holiday, court leave, military leave, or compensatory time off for which night differential would have been paid.

2.13.3. Employees are paid premium pay for the full shift when it starts or ends on Sunday. However, it is paid only for work performed and not for any leave taken during the shift.

2.13.4. Premium pay of 25 percent of the basic rate of compensation is paid for scheduled work that is not "overtime" work performed on Sunday.

2.14. TIME AND ATTENDANCE FORMS. In order for employees to receive a paycheck, attendance at work must be verified daily by supervisors. Employees should ensure any leave taken is properly recorded and that their *OO-ALC Form 501, DCPS Timecard Format 1*, or *OO-ALC Form 502, DCPS Timecard Format 2*, is correctly annotated. Certifying falsely to attendance is considered falsification of fiscal records and may be cause for dismissal. Changes to time sheets can only be made by supervisors, and any problems with time sheets should be referred to the appropriate supervisor.

2.15. PAYDAYS:

2.15.1. Hill AFB employees are paid 26 times a year, every other Friday. Pay periods begin on a Sunday and end on a Saturday. Employees will receive their money by Direct-Deposit at the financial organization of their choice. If a deposit is not received, the employee must contact the Civilian Pay Liaison. Employees are responsible to ensure correct address information is on their payroll records.

2.15.2. Payroll deductions will be made for state and Federal income tax and retirement or social security whichever is applicable. Employees can also designate deductions to be made for group life insurance and health benefits coverage, the Thrift Savings Plan, union dues, for the purchase of savings bonds and to savings accounts at banks or credit unions.

2.16. LEAVE:

2.16.1. Federal employees are given paid vacation leave each year. This is called annual leave, and it may be used to take care of personal business and for vacations. Employees should arrange any absence on leave with their supervisor in advance. Supervisors should inform their employees of the procedure to be followed in requesting approval of emergency annual leave. The number of days of leave earned each year depends upon the length of creditable Federal service, both military and civilian. Employees with less than three years of service earn 104 hours of annual leave a year; those with

three but less than 15 years of service earn 160 hours; and employees with 15 or more years of service earn 208 hours of annual leave each year. A maximum balance of 240 hours may be accumulated and carried forward from one year to the next. (Exceptions: employees returning from overseas assignments; SES; and employees reassigning from closure-designated bases.) Upon separation from Federal service, all accrued annual leave will be paid in a lump sum. Details as to when annual leave becomes available for use and restrictions on its use are contained in current guidelines, directives, and *Article 23 of the Master Labor Agreement*.

2.16.2. Employees also earn sick leave in the amount of 104 hours per year to be used when they are ill, or have an appointment with a doctor, dentist, or optometrist during working hours. Under the Family Friendly Leave Act, some sick leave may also be used to care for a family member or for bereavement purposes. Check with the supervisor for details about how this leave is requested. Under the Family and Medical Leave Act, federal employees may request up to 12 weeks unpaid leave during a 12 month period for the following purposes: the birth and care of a child; placement of a child for adoption or foster care; the care of an immediate family member who has a serious medical condition; or for the employee's own serious health condition. Employees may elect to substitute any appropriate accrued paid leave. Employees should check with the supervisor for details about how this leave is requested. Supervisors should inform their employees of the procedure to be followed in requesting absence due to illness or injury. There is no limit to the number of sick leave hours employees can accumulate. Sick leave is good insurance, and the wise employee only uses it when necessary. For employees covered under the Civil Service Retirement System (CSRS), credit for unused sick leave will be added toward length of service in computing retirement benefits on the basis of one month's credit for each 22 days of unused sick leave at the time of retirement. There are certain limitations that apply to individuals who transfer from CSRS to the Federal Employee's Retirement System (FERS). Unused sick leave is not creditable for employees who have never had CSRS time.

2.16.3. Excused absence from work may be authorized for jury duty and military leave. The supervisor can explain other types of excused absences and the directives governing them on request. Supervisors can explain the leave directives to employees upon request.

2.16.4. In all cases of absence, it is important to remember that approval of leave must be obtained from the appropriate supervisor. If it becomes necessary for an employee to remain home because of illness or because of an unforeseen emergency, the supervisor should be notified within two hours after the shift begins. Failure to get approval of an absence may subject employees to a charge of absence without leave and disciplinary action.

2.17. PAID HOLIDAYS: The 10 legal holidays are **New Year's Day** (1 January); **Observance of Martin Luther King's Birthday** (the third Monday in January); **President's Day** (the third Monday in February); **Memorial Day** (the last Monday in May); **Independence Day** (4 July); **Labor Day** (the first Monday in September); **Columbus Day** (the second Monday in October); **Veterans' Day** (11 November); **Thanksgiving Day** (the fourth Thursday in November); and **Christmas Day** (25 December). Full-time employees who are in a pay status on either the regularly scheduled work day preceding or following a holiday are entitled to straight-time pay (including night or shift differential) for holidays on which they are not required to work. Full-time WG employees who have a regular tour of duty may be entitled to time off with regular pay for these holidays provided their term of appointment from date of entrance on duty to expiration date exceeds 90 calendar days, or provided they have been continuously employed for more than 90 days. Part time employees who have a pre-scheduled tour of duty are entitled

to pay for the holiday only when it falls on their pre-scheduled workday. Intermittent employees (no pre-scheduled tour of duty) are not entitled to time off with pay for the holidays.

2.18. GRIEVANCES:

2.18.1. All employees have the right and obligation to consult freely with their supervisor concerning any problem related to duties, working conditions, employment, status, or other matters involved with daily work performance. Employee grievance procedures have been set up to make sure the policies of our command on fair treatment are carried out. These procedures provide that an employee may present a complaint or grievance to their supervisor. Supervisors are responsible for the efficient operation of their organizations and are interested in correcting deficiencies that affect the performance of their employees. They will consider any grievance and provide prompt decisions.

2.18.2. The provisions of the Master Labor Agreement cover most employees in the WG and GS categories. Article 6 of this agreement contains a detailed grievance procedure that must be followed when presenting a grievance.

2.18.3. Employees not covered by the *Master Labor Agreement*, such as supervisors and those in a professional series, are subject to the provisions of the grievance process in the Hill AFB Administrative Grievance Procedure.

2.18.4. Employees are free to use the grievance procedures without restraint, interference, coercion, discrimination, or reprisal. If an employee has a specific question concerning grievance procedures that is not answered by the supervisor, the assigned employee relations' specialist can be contacted.

2.19. PROCESSING EEO DISCRIMINATION COMPLAINTS: Civilian employees (including NAF) alleging discrimination based on race, color, national origin, sex, disability, age, or religion may initiate their individual complaints by contacting Mr. Danny R. Sanchez, Chief EEO Counselor, or Mr. James M. Shelton, or Ms. Alma Birkel in the Equal Employment Opportunity (EEO) Office (OO-ALC/CCD) located at 6053 Elm Lane, bldg 1245. Employees should be aware that only counselors assigned to OO-ALC/CCD may process complaints under the provisions of 29 *CFR 1614* and *AFI 36-1201, Discrimination Complaints*. EEO/Affirmative Action Specialists and Special Emphasis Program Managers assigned to Civilian Personnel and various other organizations have no authority to process discrimination complaints. Contact with these individuals does not satisfy the regulatory requirement that complainants bring their allegations to the attention of an EEO Counselor within 45 days of the date of alleged discriminatory incident or personnel action. Additional guidance in processing and presenting discrimination complaints is furnished in 29 *CFR 1614* and *AFI 36-1201*. EEO class complaints should be presented directly to the Chief EEO Counselor in OO-ALC/CCD within 45 days of the date of alleged discrimination.

2.20. SEXUAL HARASSMENT:

2.20.1. Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and coworkers.

2.20.2. Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance, such as the taking or refusal

to take a personnel action, including promotion of employees who submit to sexual advances or a refusal to promote employees who resist or protest sexual overtures.

2.20.3. Specifically, sexual harassment is deliberate or repeated unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature which interfere with work productivity or which contribute to a hostile or offensive working environment.

2.20.4. Within the Federal government, a supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an employee of an agency who behaves in this manner in the process of conducting agency business is engaging in sexual harassment.

2.21. DRUG AND ALCOHOL USE:

2.21.1. The Air Force tries to prevent, reduce, and control drug abuse, alcoholism, and problem drinking by advising and training managers, supervisors, and employees. The Air Force provides rehabilitative services, and in some cases, offers treatment for civilian abusers. Sincere and reasonable efforts are made to restore them to full effectiveness. The ultimate objective is to improve the health, productivity, and overall quality of the civilian force and enhance total force readiness.

2.21.2. Civilians who admit to existing or potential drug or alcohol abuse are encouraged to seek professional help. Actual or suspected illegal drug or related criminal activity occurring on base will be reported to the base Security Police. Illegal activities would include buying, stealing, transferring, selling, using, smuggling, or making drugs; or committing a crime to support a drug habit. Driving on base while under the influence of alcohol or drugs is improper and should also be reported to the Security Police.

2.22. PERSONNEL MANAGEMENT SPECIALISTS. OO-ALC/DPC is responsible for giving supervisors staff assistance with personnel administration. If problems cannot be solved or information obtained from supervisors, employees may ask to consult with the appropriate personnel representative. The representative will explain regulations and procedures and help determine a course of action to solve the problem.

Chapter 3

YOUR OBLIGATIONS

3.1. STANDARDS OF CONDUCT: Employees with questions regarding standards of conduct should refer to DOD 5500.7-R Joint Ethics Regulation.

3.2. CONDUCT: Employees of the Federal government are servants of the people. Conduct must, in many instances, be subject to more restrictions and to higher standards than required in private employment. Employees of Hill AFB are expected to conduct themselves, both at work and off the job, in a manner that will reflect favorably upon the government. Employees are expected to be loyal, honest, reliable, trustworthy, and of good character and reputation.

3.3. SECURITY:

3.3.1. The work done at Hill AFB is very important to our national defense. Since it deals with the overall strength of the Air Force and the procurement, supply, and maintenance of vital weapon systems, information regarding our work is valuable to foreign governments. Private companies hoping to do business with us could use this information for undue advantage.

3.3.2. Information that requires protection is called classified material. Depending upon its importance, it will be "Top Secret," "Secret," or "Confidential." Classified information is plainly marked and is kept in locked safes except when in use. It is made available only to those employees with the proper security clearance and whose duties require that they have the information.

3.3.3. Military and civilian personnel whose duties require access to classified information must be given a security clearance. This clearance is granted after investigations have been made by OPM or Defense Investigative Service (DIS) to make sure they are reliable, trustworthy, of good conduct and character, and are completely loyal to the United States.

3.3.4. Whether or not an individual handles classified material in their work at Hill AFB, it is important that employees realize the necessity to assume a personal responsibility for maintaining a strict security program. We can best contribute to our security by observing all base rules and regulations for handling and safeguarding classified information and material. Each individual is responsible for the care and protection of classified information they know of or possess regardless of how it was obtained.

3.3.5. As a part of our security program, all employees are fingerprinted, photographed, and issued identification badges as they enter employment. These badges entitle employees admission to their place of work. Employees should keep these identification badges in their possession at all times and ensure they are available to be presented upon request. Lost badges should be immediately reported to Security Police.

3.4. MILITARY AND CIVILIAN WORK FORCE:

3.4.1. Both military and civilian personnel of DOD share in the responsibility for the security of our country. We all have a job to do. At Hill AFB, military and civilian employees are working together as a team. We are treated alike insofar as governing directives permit.

3.4.2. In some instances, civilian personnel work under military supervision. In other situations, officers and airmen may work under the supervision of a civilian. In any case, we are working for the same goals. Common courtesy, consideration, mutual cooperation, and loyalty to each other will make an effective work team.

3.5. OUTSIDE EMPLOYMENT:

3.5.1. The Air Force does place restrictions on the activities of its employees who desire to supplement their earnings by accepting outside employment during off-duty hours. *AFMCPD 51-2, Off Duty Employment* and *AFMCI 51-201, Off Duty Employment*, contain procedures to be followed. Employees must not engage in outside employment that:

3.5.1.1. Interferes with their ability to perform their government duties.

3.5.1.2. Appears to create conflicts of interest involving the Air Force or the United States.

3.5.1.3. May reasonably be expected to bring discredit or criticism against the employee or the Air Force.

3.5.2. Employees who wish to engage in off-duty employment with a firm or other entity who is engaged in or proposes to engage in transactions with DOD or its departments must first seek permission as prescribed by *DOD 5500.7-R* and in accordance with local requirements. No such employment may begin until permission is granted.

3.6. DEBT COMPLAINTS: Air Force employees are expected to pay their just debts and to maintain a reputation in their community for being good credit risks. The Air Force will not be placed in the position of acting as a collection agency or of determining the validity of contested debts. Failure to pay valid debts or to make and adhere to satisfactory arrangements for settlement of debts may lead to disciplinary action.

3.7. GRATUITIES:

3.7.1. Air Force personnel and their immediate families must not solicit, accept, or agree to accept any gratuity for themselves, members of their families, or others, either directly or indirectly, from any source that:

3.7.1.1. Is engaged in or seeks business or financial relations with any DOD component.

3.7.1.2. Conducts operations or activities that are either regulated by a DOD component or significantly affected by a DOD decision.

3.7.1.3. Has an interest that may be substantially affected by the performance or nonperformance of the official duties of DOD personnel.

3.7.2. Air Force personnel must not solicit a contribution from other DOD personnel for a gift to an official supervisor, make a donation or a gift to an official supervisor, or accept a gift from other subordinate personnel.

3.7.3. There are, however, certain exceptions to this general prohibition regarding gifts given on special, infrequent occasions.

3.8. MEMBERSHIP IN ORGANIZATIONS:

3.8.1. *Title VII of the Civil Service Reform Act* states that each employee of the executive branch of the Federal government has the right, freely and without fear of penalty or reprisal, to form, join, and assist a labor organization or to refrain from any such activity, and each employee shall be protected in the exercise of this right. However, this does not authorize participation in the management of a labor organization by employees when their participation or activity would result in a conflict, or apparent conflict, of interest or otherwise be incompatible with their official duties.

3.8.2. Currently, Local 1592, American Federation of Government Employees, holds exclusive bargaining rights for nearly all employees serviced by OO-ALC/DPC. Union brochures are available in the Union Office or from union stewards. However, the obtaining of these brochures must be done only during non-duty hours, such as lunch breaks or before or after working hours. An AFMC/AFGE Master Agreement is now in effect covering all employees for which the union has exclusive rights to represent, regardless of whether or not they are union members. Excluded from this bargaining unit are all managers, executives, supervisors, professional employees (except professional nurses), employees holding temporary appointments, and OO-ALC/DPC workers, except those who serve in clerical positions. This agreement contains a negotiated grievance procedure for the use of the Union and unit employees.

3.8.3. Nothing in Title VII of the *Civil Service Reform Act* or the *Master Labor Agreement* requires an employee to become or remain a member of a labor organization or to pay money to the organization except pursuant to a voluntary, written authorization by a member for the payment of dues through payroll deduction. Union members may voluntarily revoke their allotments for the payment of dues by completing *SF 1188, Cancellation of Payroll Deduction for Labor Organization Dues*. The *SF 1188* or other written notification, which must be signed and dated by the employee, may be picked up at AFGE Local 1592. Revocation of dues withholding is subject to the following restrictions: Employees can revoke dues withholding only once each year. If employees started dues withholding before 11 January 1979, they may revoke on each 1 September thereafter. If employees authorized dues withholding on or after 11 January 1979, they may revoke on the yearly anniversary date of the authorization.

3.8.4. By law, Federal employees are restricted in taking part in political campaigns and cannot use their official authority or influence to affect election results. This does not interfere with their right to vote or to express personal opinions on political subjects and candidates. Before engaging in local political activities or running for public office, employees should consult with their supervisor to make sure that no violation of the Hatch Act is involved.

3.9. COMMUNITY RESPONSIBILITIES:

3.9.1. Hill AFB is a vital part of our local community. We share certain mutual civic responsibilities with other employers and organizations. Our employees, like those in private industry, are also encouraged to support worthy civic projects.

3.9.2. In keeping with our policy, Hill AFB participates in two official fund raising campaigns each year the Combined Federal Campaign and the Air Force Assistance Fund. Employees are encouraged to contribute, and everyone's full support and cooperation is solicited.

Chapter 4

YOUR BENEFITS

4.1. FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI):

4.1.1. The Federal government has a group life insurance plan for its civilian employees. Excluded from this coverage are those employees serving on a intermittent basis, or employees whose appointments are temporary and limited to one year or less.

4.1.2. The basic life insurance is automatic for newly assigned employees on the same day work begins unless a form waiving coverage is signed. If basic life insurance is elected, the employee may also choose any or all of the three options available. Information on coverage available and the premiums may be obtained by contacting Labor and Employee Management Relations Branch (OO-ALC/DPCE).

4.2. HEALTH BENEFITS PROGRAM:

4.2.1. Employees eligible for group life insurance are also eligible to enroll in a health benefits plan with the government sharing part of the cost. New hires have 31 days from the date they were hired to decide whether to enroll in the program and to decide which of the available plans to choose. The amount charged to employees for coverage varies depending upon which plan was selected and whether the employee enrolls self only or self and family. Each of the plans provides hospital room benefits and covers a major portion of the cost of surgery. Other benefits, known as "supplemental" benefits, are also included in most plans and are available after the deductible amount has been met.

4.2.2. OO-ALC/DPCE will furnish all information regarding the health benefits program and costs. Employees who are eligible and do not enroll within 31 days after being hired will not be able to enroll until one of the authorized "change" periods. These change periods are called "open seasons."

4.3. RETIREMENT PROGRAMS:

4.3.1. Federal employees have two retirement programs comparable to systems of private industry. Each is a contributory system and employees share in the cost of their plan.

4.3.2. Federal Employees Retirement System (FERS): Employees whose appointments are career-conditional or career that were newly hired after 1 January 1984, will be covered by FERS. This is a three-tiered retirement plan comprised of social security benefits, a basic retirement benefit, and a thrift savings plan. Employees pay full social security taxes and a small contribution to the basic retirement plan, for a total automatic deduction from their basic salary of seven percent. The Air Force matches each employee's retirement contribution plus automatically contributes an amount equal to one percent of each individual's basic salary into a thrift savings account established in the employee's name. In addition, they will match employee contributions to the thrift savings plan up to a maximum of five percent matching funds. A booklet entitled "FERS" contains further details of this retirement system and can be obtained from OO-ALC/DPCE.

4.3.3. Civil Service Retirement System (CSRS): Employees whose appointments are career or career-conditional that were rehired after 1 January 1984 with a break in service of less than one year and having five or more years prior Federal service, are covered by CSRS. Employees contribute seven percent of their basic salary into the retirement fund and the Air Force contributes an equal

amount. Social security taxes are not withheld -- except for a 1.45 percent Federal Insurance Contribution Act (FICA) tax, which is a hospital insurance tax only, and does not confer eligibility for any other social security benefits. A pamphlet entitled "Certificate of Membership" contains further details on this retirement system and can be obtained from OO-ALC/DPCE.

4.3.4. Employees who rehired after 1 January 1984, with a break in service of more than one year and having five or more years-prior federal service, are considered a CSRS-Offset. Retirement benefits will be computed under the CSRS provisions; however, deductions will be same as employees under FERS (a small contribution to the retirement fund and social security taxes). While retirement will be computed under the CSRS formula, employees will also receive credit toward social security eligibility.

4.3.5. Both CSRS and FERS employees become eligible for an unreduced retirement annuity (URA) at age 60 with 20 years of service; or age 62 with five years of service. CSRS employees are also eligible for a URA at age 55 with 30 years of service, while FERS employees become eligible for a URA at minimum retirement age (MRA), which is based on year of birth, with 30 years of qualifying service. Both retirement plans provide a disability annuity for employees who become disabled for useful or efficient service. The FERS retirement system also has an option for a reduced annuity at MRA with 10 years service and a five percent reduction for every year under age 62.

4.3.5.1. When reduction-in-force (RIF) conditions are in process in a competitive area, affected CSRS employees may be eligible for a discontinued service annuity if no vacancy is available for reassignment at the same grade level. Employees must have 20 years of service and be 50 years of age or older; or have 25 years of service regardless of age (the annuity will be reduced by two percent per year for each year under age 55). FERS employees under RIF conditions may qualify for an involuntary separation at the age of 50 with 20 years of service or any age with 25 years with no penalty.

4.3.5.2. Death benefits to qualifying survivors are another feature of both retirement systems.

4.3.6. Employees who quit federal service before becoming eligible for a retirement annuity may apply for a refund of the money they contributed to the retirement fund. This refund is treated differently under the two systems and this option should be discussed fully with the Separations Clerk before completing any forms. If an employee had previous federal employment and received a refund covering that period of service (under CSRS), it may be advantageous to redeposit that amount (plus interest) back into the fund. Affirmative Employment Section A (OO-ALC/DPCFA) can provide the forms and help in this matter.

4.4. THRIFT SAVINGS PLAN:

4.4.1. This is a special tax-deferred savings plan for Federal employees. It is comparable to similar plans offered by many large private companies. Personal savings are a very important part of everyone's future financial security. By participating in the Thrift Savings Plan, employees have an opportunity to save part of their income on a pre-tax basis. The government establishes a savings plan accounts for employees and employees make contributions to their accounts through payroll deductions.

4.4.2. FERS: The government will automatically contribute an amount equal to 1 percent of FERS employees basic pay to the Thrift Savings Plan regardless of whether employees contribute anything. Employees have the option to contribute up to 10 percent of their basic pay. The first three percent

will be matched dollar for dollar, and the fourth and fifth percent at .50 cents on the dollar for a total of five percent matching funds. All contributions and matched funds will receive tax benefits. Employees also have a choice in how this money is invested, i.e., government securities, fixed income investments, or common stock.

4.4.3. CSRS: Employees under this retirement system may contribute up to five percent of their basic salary; however, the government will not match the contribution nor will the automatic one percent contribution applicable to FERS employees be made. This is an excellent tax shelter even though employees are limited in the amount of contributions they may make.

4.4.4. There are two "open seasons" each year with the "election periods" in January and July. Enrollments, increases, or decreases in contributions, and terminations can be accomplished during these times. The "FERS" booklet and the "Thrift Savings Plan" booklet give more details on this savings option. Booklets may be obtained in the Entitlements and Benefit Section of Civilian Personnel.

4.5. UNEMPLOYMENT COMPENSATION: The Social Security Act provides a program of unemployment compensation for unemployed federal civilian employees. This program is administered by the appropriate state employment security agency, which determines eligibility for benefits. Employees receive this additional benefit without cost as the Federal government pays for it. If an employee should become unemployed, they will be advised of their rights and privileges under this program and may then take steps to apply for these benefits. Employees may be disqualified from receiving benefits if they leave their job voluntarily without good cause.

4.6. EMPLOYEES' COMPENSATION:

4.6.1. The Federal Employee's Compensation Act (FECA) provides benefits for employees who suffer traumatic injuries or develop occupational diseases due to work factors. Benefits can include medical care and hospitalization; lost wages if employees are disabled from work due to the injury or illness; scheduled awards for permanent impairments resulting from the work-related condition; and survivor benefits, if the injury or illness results in death.

4.6.2. Employees are required to provide medical documentation to support FECA claims and to establish eligibility for benefits. Employees should contact their supervisors as soon as possible after an injury occurs or a disease is suspected, no matter how minor the condition seems. Supervisors will refer employees to the civilian dispensary or Hill AFB hospital to obtain care. In event of a serious injury, supervisors will arrange for an ambulance. Employees also have the right to obtain treatment from a physician of their choice.

4.6.3. Timely and proper reporting of an injury or illness is also necessary to support FECA claims and establish eligibility for benefits. Supervisors have 10 days from the date they were notified of the injury to get the proper forms through OO-ALC/DPCE to OWCP. *CA Form 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, is used to report traumatic injuries. A traumatic injury means that the medical condition is a result of an event or series of events within a single work shift. *CA Form 2, Notice of Occupational Disease and Claim for Compensation*, is used to claim occupational diseases. An occupational disease is defined as a medical condition resulting from events over a period longer than one work shift. The FECA provides that claims are timely if they are filed within three years, however, to be eligible for some benefits, claims must be filed within 30 days. Additionally, the sooner a claim is filed, the easier it is to document. Addi-

tional forms must be filed to claim benefits after a claim is approved. Compensation claim forms can be obtained from supervisors, the civilian dispensary, or OO-ALC/DPCE.

4.6.4. Time lost from work can be covered several ways. Employees who suffer traumatic injuries are entitled to continuation of pay (COP). COP is a benefit paid from the agency that covers employees' absences with no charge to personal leave, up to 45 days, if employees are totally disabled for work due to traumatic injury. To be eligible for COP, employees must file *CA 1 Form* within 30 days of the date of injury; must provide medical documentation to substantiate they are totally disabled due to the work injury; and the period of disability must begin within 45 days from the date of injury. If absences due to traumatic injury extend beyond COP limitations, or if lost time is caused from occupational disease, employees can cover absences with accrued sick and annual leave, or they can elect to go on leave without pay and receive wage loss pay under the FECA. Wage loss benefits under the FECA are tax free and are paid at 2/3 percent of salary for employees with no dependents, and at 3/4 percent of salary for employees with dependents.

4.6.5. FECA claims and supporting documents are forwarded from employees to supervisors and from supervisors to OO-ALC/DPCE. OO-ALC/DPCE establishes local compensation files and then forwards claim documentation to the Office of Workers' Compensation Office Programs (OWCP). OWCP has the sole authority to approve or disapprove claims, and to determine eligibility for benefits.

4.7. SAVINGS BONDS: The payroll savings plan for purchasing US government savings bonds provides a convenient way to save regularly. Employees may authorize a biweekly deduction from their paycheck to buy bonds.

4.8. INCENTIVE AWARDS AND SUGGESTION PROGRAMS:

4.8.1. The Incentive Awards and Suggestion Programs have been established to improve government operations by motivating and rewarding excellence and useful suggestions by members of the workforce. Recognizing outstanding performance and achievement is an essential management responsibility critical to stimulating and sustaining high levels of proficiency and productivity.

4.8.2. Awards may be given for superior accomplishment, other personal effort which contributes to the quality, efficiency or economy of government operations, or for courageous handling of emergency situations. These awards may be cash, honorary, or both and improve employees' chances for advancement. Receipt of an award is given due weight for promotion consideration. Time off may also be awarded. Reference *AFI 36-1001* for incentive awards information, awards criteria and appropriate forms. *AFPAM 36-2861, Civilian Recognition Guide*, also has tremendous reference value in promoting understanding of the program and individual recognition requirements.

4.8.3. Constructive ideas for doing a job better, faster, or cheaper may be submitted as suggestions. A useful suggestion may save materials or property, promote health or increase safety. Cash awards are given for adopted suggestions that are outside the suggester's job responsibility. For those suggestions that fall within the suggester's job responsibility, an award is given for those that produce savings equivalent to five times the suggester's annual salary. The amount of award depends upon the savings or other benefits resulting from the idea. There is no limit on the number of suggestions that may be submitted. *AF Form 1000, IDEA Application*, is available in the work area and is used to submit suggestions.

4.8.4. Federal employees are in a unique position to benefit not only from the recognition and/or reward their contribution brings but also in the improvement of their government as taxpayers.

Chapter 5

YOUR SAFETY AND HEALTH

5.1. SAFETY AND HEALTH: Employees are covered by the Air Force's Occupational Safety and Health (AFOSH) Program while on duty. Under this program, both employees and management have specific responsibilities. The basic responsibility of management is to provide a safe and healthful work environment. Following are the responsibilities of employees:

5.1.1. Working safely at all times. Many of the jobs on base include exposure to potential hazards. Supervisors will provide occupational safety and health training to recognize these hazards and to enforce proper work methods to avoid injury. Most injuries are caused by carelessness, taking short cuts in work assignments, or failure to follow regulations or work practices. So, even though management maintains a safe working environment, safety depends largely upon employees. Disciplinary action will be taken against any employee who disregards safety requirements.

5.1.2. If personal protective equipment such as safety glasses or ear protection is required, it will be issued free of charge. Once issued, the wearing of the equipment is mandatory when and where required. It becomes a part of work performance and a condition of employment.

5.1.3. Reporting any unsafe or unhealthy working conditions to supervisors. Prompt reporting may prevent an injury. *AF Form 457, USAF Hazard Report*, is used for this purpose and these forms are available on bulletin boards in work areas.

5.1.4. Prompt reporting of on-the-job injuries or illnesses.

5.1.5. Additional information explaining safety responsibilities and rights is found in *AFVA 91-307, Air Force Occupational Safety and Health Programs*, which is posted on area bulletin boards. More information about the Occupational Safety and Health Program may be obtained by contacting the safety or health office identified on the *AFVA 91-307*.

5.1.6. Be cautious and careful at all times!

5.2. FIRE PREVENTION:

5.2.1. Fire prevention is the responsibility of all assigned base employees. All immediate supervisors must ensure that employees are briefed on Fire Prevention requirements during the first eight hours of assignment at the duty location.

5.2.2. The briefing to employees must include the following:

5.2.2.1. Proper smoking procedures.

5.2.2.2. Keeping the work area clean and free of combustible materials.

5.2.2.3. Fire reporting procedures, i.e., 911, building location and number.

5.2.2.4. Fire alarm location and exits.

5.2.2.5. Fire extinguisher location and use.

5.2.2.6. Evacuation of facility and rally points after evacuation.

5.2.2.7. All fires (even if extinguished) must be reported to Technical Services (75 CEG/CEFT).

5.2.3. The Emergency phone number for Fire, Security, Hospital, or Chemical Spills is 911.

5.3. MEDICAL SERVICES: Occupational Medicine (75 AMDS/SGPFO) is in operation at Hill AFB, and trained physicians and nurses are on duty to give emergency medical assistance. If an employee is injured or becomes ill while at work, they should report the incident to the appropriate supervisor. The supervisor will send the employee to the 75 AMDS/SGPFO to receive appropriate medical attention.

5.4. TRAFFIC PUBLICATIONS:

5.4.1. Requirements concerning the operation of privately owned vehicles and government vehicles on Hill AFB could be found in *OO-ALC-HAFBR 125-4, Hill AFB Vehicle Traffic Regulation*. Provisions of the Utah Traffic Code apply on base and violators are cited to appear before the United States Magistrate. Fines are assessed. All magistrate court convictions or the equivalent thereof, including voluntary payment of fines or forfeiture of collateral, will be reported to Utah State authorities for possible assessment of points.

5.4.2. Parking. All personnel will park personal vehicles in their assigned parking lot from the time of arrival until departure from the base with the following exceptions:

5.4.2.1. All personnel may use official business and visitor parking spaces located throughout the base when conducting official business.

5.4.2.2. Vehicles will be parked only in areas specifically designated, posted, marked, or striped as parking areas, zones, lots, or spaces.

5.4.2.3. Other exceptions are listed in *OO-ALC-HAFBR 125-4*. Supervisors can give further guidance on where employees should park.

5.4.3. Van Pooling or Car Pooling. Close parking is provided for van pools and car pools.

5.4.3.1. Three or more base employees (not to exceed six) including the driver will make up a car pool. Car pool applications and additional information can be obtained by contacting the parking monitor for the car pool lot in each area.

5.4.3.2. Van pooling constitutes an exemption to maximum limits imposed on a single car pool as stated above. The actual number of riders will not exceed the seating capacity for which the vehicle was designed. A van pool will be operated on an expense-shared basis and will not be formed as a business venture operated for profit.

5.4.4. Vehicle Registration and De-registration. Vehicle registration will be accomplished in accordance with *AFI 31-204, Motor Vehicle Traffic Supervision*, and *OO-ALC-HAFBR 125-4*.

5.4.5. Motor Vehicle Accident Reporting. Vehicle accident reporting information is in *OO-ALC-HAFBR 125-4*.

5.4.6. Speed Limit. Speed limit information is in *OO-ALC-HAFBR125-4*.

Chapter 6

LEAVING YOUR JOB

6.1. RESIGNATION. Employees planning to voluntarily terminate employment at Hill AFB should notify their supervisor as soon as possible, but not less than two weeks before their last day of work. If an employee is absent from the area or otherwise unable to return to work and it becomes necessary to resign, the resignation may be submitted by mail or by contacting the appropriate supervisor by phone.

6.2. LAYOFFS:

6.2.1. The number of employees needed at Hill AFB, as in any large industrial concern, depends upon the amount of business to be handled. A decrease in funds appropriated by Congress, reorganization, or a decrease of work may require a layoff. Large reductions are generally avoided, where possible, by planning and letting normal attrition take care of surplus employees.

6.2.2. Layoffs are called "Reductions-In-Force (RIF)," and are conducted under procedures established by Office of Personnel Management (OPM). These procedures require all Federal agencies to make layoffs in the same orderly way so that all employees will be treated fairly. Under these rules, each employee, depending upon the facts in the case, has a certain "retention preference" which must be observed. The four factors establishing an employee's "retention preferences" are:

6.2.2.1. Type of civil service appointment (career, career conditional, or temporary).

6.2.2.2. Veterans preference.

6.2.2.3. The average of the last three most recent performance ratings within the last four years.

6.2.2.4. Length of federal service (includes certain military service).

6.2.3. Employees working in similar positions at the same grade level are grouped together. If one of the positions in this group is eliminated, the employee with the lowest "retention preference" is subject to RIF action. Whenever possible, employees affected by layoffs are reassigned to vacancies, possibly in another line of work or at a lower grade.

6.3. TRANSFER:

6.3.1. Air Force installations throughout the world have positions that are considered difficult or hard to fill and, as such, welcome candidates from other Air Force bases. Employees who want to work at another Air Force installation must register in the Central Skills Bank (CSB). To register, complete *AF Form 1630, Central Skills Bank Registration and Geographic Availability*, and submit to the OO-ALC/DPCF. Registering employees will be given a copy of their experience and promotion career brief to review for completeness and accuracy. Qualified CSB registrants will be ranked along with local candidates when a supervisor requests consideration of these employees.

6.3.2. If an employee wants to transfer to another government agency outside the Air Force, an application for transfer must be forwarded to that installation. If there is a vacancy and the employee is accepted for the position, the Civilian Personnel Office of that activity will contact OO-ALC/DPC here at Hill AFB for the employee records and release.

6.3.3. The Military Spouse Placement Program is for military spouses that are accompanying their sponsors to a new duty station. To qualify, spouse must have previously worked in a government

position or be within reach on an OPM register. Spouses registered in this program may be reinstated in a position for that they are fully qualified at a grade not higher than that previously held. Spouses will be granted LWOP upon their request for up to 150 calendar days to accompany their spouse to another duty station. After receipt of orders and 30 days before leaving Hill AFB, the spouse should call OO-ALC/DPCF for an appointment to be counseled on their rights at the new duty station, registration in CSB, Priority Placement Program (PPP), career programs, and have their records electronically sent to the new duty station if it is another Air Force base.

6.4. GOVERNMENT PROPERTY. Employees must turn in identification passes and any tools, equipment, or other government property loaned to them, and reimburse the government for any lost or damaged property, before they may be cleared from the base. Normally, this clearance is done on the last day of work. Clearance is necessary in any type of separation action. Failure to clear properly may result in a delay in obtaining payment of moneys due the employee. *OO-ALC Form 164, Civilian Employee Separation Clearance Checklist*, is to be used to ensure proper clearance.

6.5. IN CASE OF DEATH:

6.5.1. Employees should discuss death benefits with their families and make information and documents available to them so that they can readily and easily obtain those benefits resulting from federal employment. Moneys payable to a deceased employee's survivors or beneficiaries may include retirement death benefits, Federal Employee's Group Life Insurance benefits, Thrift Savings Plan benefits, and unpaid compensation, such as unpaid salary and accumulated annual leave. Following is a list of documents which many survivors are required to furnish to support their claims for death benefits:

- 6.5.1.1. Marriage certificate.
- 6.5.1.2. Original, certified death certificate.
- 6.5.1.3. Birth certificate of any children who may be eligible for annuity.
- 6.5.1.4. Copy of the employee's military discharge.
- 6.5.1.5. Social Security numbers.
- 6.5.1.6. The employee's birth certificate.
- 6.5.1.7. The employee's identification badge.
- 6.5.1.8. Divorce decree that terminated any prior marriages of the employee.
- 6.5.1.9. Medical documentation for disabled children.
- 6.5.1.10. Court appointments.

6.5.2. Death benefits will be paid to designated beneficiaries first and then to the first person or persons in the order listed below who are alive when entitlement to the payment arises. Employees should designate a beneficiary.

- 6.5.2.1. To the widow or widower.
- 6.5.2.2. If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child. (Benefits are not paid to minor children. They are paid to natural parents or legal guardians.)

6.5.2.3. If none of the above, to parents in equal shares or the entire amount to the surviving parent.

6.5.2.4. If none of the above, to the duly appointed legal representative of the estate.

6.5.2.5. If none of the above, to the person or persons entitled under the laws of the domicile of the employee at the time of his/her death.

Chapter 7

BASE SERVICES

7.1. BASE RESTAURANTS:

7.1.1. Eating facilities are available to all personnel of Hill AFB. In addition to the main base restaurant, five branch restaurants, and four mobile units are being operated to provide employees good, hot, tasty meals at locations convenient to their work place. Food is served cafeteria style so that the service can be given as quickly and economically as possible. The meals are well balanced and nutritious and prices are reasonable. Operation of vending machines on the base also comes under the base restaurant.

7.1.2. Hours of operation for the main base restaurant and branches are:

<u>BLDG NO.</u>	<u>HOURS OF OPERATION</u>
45	0700-2130 Monday through Friday
225N	0530-2000 Monday through Friday
(Main) 230	0600-1300 Monday through Friday
849	0630-1300 Monday through Friday
891	0630-1300 Monday through Friday
1235	0600-1400 Monday through Friday

NOTE:

Restaurants in Buildings 225N, 849, and 891 are closed every other Friday.

7.2. GERRITY MEMORIAL LIBRARY. The library is open to military and their dependents, and civilian employees. The librarian and staff are ready to assist anyone with reference questions and there is a good reading area. Books dealing with technical subjects may be purchased for an organization when justified as mission essential and may be checked out for an indefinite period of time. Other materials checked out for as much as a month and at least two weeks. Exceptions are videos and computer diskettes that are checked out for one week only.

7.3. BANKS. The First Security Bank of Utah has one branch bank at Hill AFB for the convenience of civilian and military personnel. It is located in Building 442, east area. Hours of operation for the east area branch are from 0930 to 1630 on Monday through Friday. All regular bank services are available. Handibank is available at the east area branch to provide 24-hour service.

7.4. AMERICA FIRST CREDIT UNION:

7.4.1. To become a member, submit an application for membership and open an initial share savings deposit of at least \$25. Anyone is eligible to join.

7.4.2. Benefits for members of this organization include convenient savings, quick-draw draft accounts, security fund, liberal dividends paid monthly, prompt loans at low credit union rates, and loan protection insurance at no additional cost. Additional services include US savings bonds cashed, travelers checks, money orders, notary public service, free parking, auto and fire insurance, six-month

certificates of deposit, all-savers certificates, small-savers certificates, IRA accounts, and money management counseling. The Community Center (Building 431) also has a drive-in window, a night depository, and Access 24. Access 24 is also available at Building 230.

7.4.3. America First Credit Union maintains three branch offices at Hill AFB:

<u>BLDG NO.</u>	<u>TELEPHONE</u>	<u>HOURS OF OPERATION</u>
230	778-8470	Monday through Friday, 0900 to 1600
431	778-8705	Tuesday through Friday, 0900 to 1700 Saturday, 0900 to 1500
1235	778-8775	Monday through Friday, 0900 to 1600

7.5. POST OFFICE. A branch of the U.S. Post Office, Clearfield, Utah, is in Building S-332. On Monday through Friday it offers all services to civilian and military employees except post office boxes. Hours of operation are from 0900 to 1630. The zip code is 84056-9999.

7.6. TAXI SERVICE. On-base taxi service provided for military and civilian personnel. Employees may obtain a ride by calling 7-1943.

7.7. CIVILIAN WELFARE ACTIVITIES. A civilian welfare fund has been established at Hill AFB to ensure that welfare and recreation programs exist for all employees. Funds for these activities are provided from a portion of the profits of the base restaurant operation. Following are some activities supported by the fund:

- 7.7.1. Prizes, trophies, refreshments, etc., for base wide civilian sporting tournaments, contests, and Christmas parties.
- 7.7.2. Purchase of books for the base library.
- 7.7.3. Recreation and sporting equipment to rent to civilian employees.

7.8. RECREATIONAL FACILITIES:

- 7.8.1. All DOD military and civilian personnel of Hill AFB are eligible to use the Hubbard Golf Course. Families and individuals may purchase season passes, which entitles holders to play on the 18-hole course and use the clubhouse facilities.
- 7.8.2. Membership in the Hill Rod and Gun Club is also open to interested civilian employees of Hill AFB and allows use of range facilities.
- 7.8.3. The Enlisted and Officers' Clubs are open to civilian personnel as associate members upon application and acceptance.
- 7.8.4. Bowling.
- 7.8.5. Carter Creek.
- 7.8.6. Equipment Checkout.
- 7.8.7. The Child Development Center is open to civilian personnel who have children ages six weeks to five years. Care is available Monday through Friday, 0600 to 1800 and registration is conducted at the center.

7.8.8. The Youth Center is open to all civilian personnel dependents, ages 6-18 years. A variety of programs such as sports, school-age care, and recreational activities are available.

7.8.9. Skills Development Center.

7.8.10. Gerrity Memorial Library.

7.8.11. Hess Fitness Center.

7.8.12. Thornton Community Center.

7.9. PUBLIC AFFAIRS:

7.9.1. Civilian employees should refer all queries from news media representatives to Office of Public Affairs (OO-ALC/PA). In addition, advance coordination and approval of OO-ALC/PA should be obtained prior to initiating official contact with news media representatives.

7.9.2. As private citizens, U.S. Air Force civilian employees have the right to publicly state their personal opinions in the news media and other forums, providing the stated opinions are clearly represented as being their own and not necessarily representing the official views of Hill AFB, the Air Force, or the Department of Defense.

7.9.3. Civilian employees should refer all requests and proposals for official base participation in community relations events and activities to OO-ALC/PA. In addition, advance coordination and approval of OO-ALC/PA should be obtained prior to making or implying any official commitments to off-base individuals or organizations regarding base participation in community relations events and activities.

M. ANDREW FLOWERS
Civilian Personnel Officer